



**CITY OF LEON VALLEY  
SIGN CODE UPDATE ADVISORY COMMITTEE MEETING**

City Hall – Conference Room  
6400 El Verde Road, Leon Valley, Texas 78238  
Monday, February 11, 2019

**MINUTES**

The Sign Code Update Advisory Committee met on the 11<sup>th</sup> day of February, 2019, at the Leon Valley City Hall located at 6400 El Verde Road, Leon Valley, Texas for the purpose of the following business:

**6:32 p.m. Call to Order by Committee Chair Heather Riddle and Announcement of a Quorum.**

**The Following Committee Members were Present:**

Heather Riddle, Larry Proffitt, Phillip Riddle, Shirley Jonas, Amy Monnig, and Staff Liaison William Cox.

**Also in Attendee were:**

Planning and Zoning Director Brandon Melland

**January 14, 2019, Minutes:** There was a discussion to approve the minutes from the January 2019 meeting. Motion to approve minutes made by Phillip Riddle and seconded by Amy Monnig. Motion carried unanimously.

**Presentation, Discussion, and Possible Action Regarding Revisions to the City's Regulations for Freestanding Signage, Pole Signage, and Monument Signage:**

William Cox discussed the Model Signage Plan and distributed hardcopies of sign ordinances from five other regional cities of similar size. William Cox suggested the addition of Pylon Signs be added to the definitions. Committee Chair Heather Riddle requested a copy of the Sustainability Overlay map, so the committee could better understand the effects of changes to freestanding signage in the future land use. Larry Proffitt recommended establishing a predetermined date to remove existing pole signs. Phillip Riddle suggested all signage remain in Chapter 3 of the City Ordinances. Phillip Riddle also stated he was talking to a local sign company who said that Leon Valley is not "business friendly" regarding electronic signage on Bandera Road.

Committee members discussed; maximum sign height of 20', additional details concerning aesthetics, and distance from other signs. Committee Chair Heather Riddle suggested roads be labeled to help clarify different road types as listed in the current code. Phillip Riddle and Brandon Melland discussed distances and setbacks for signage.

Phillip Riddle also asked if the city has any rights or obligations to remove illegal signage. Larry Proffitt recommended that all signage have the business address and/or block number that is visible from the roadway.

Committee members suggested that all changes shall be cognizant that signage will flow with a potential boulevard of Bandera Road. Larry Proffitt recommended that signage should be limited to a maximum of 10' if the business has a facade sign on the building and multi-tenant signs should be limited to 30' in height. Amy Monnig suggested the committee consider maximum sign height in relationship to the road, example Evers should have a maximum height of 5-6 feet. Committee Chair Heather Riddle discussed a 10-year timeline for signage compliance.

**Other Announcements:** Larry Proffitt requested staff to research if other cities use road size scaling for maximum sign height allowance, in relationship to perpendicular and adjacent to setbacks.

Brandon Melland discussed "New England" style signage, which is seen in Village Commercial Districts.

Larry Proffitt stated that the committee should address the criteria for signs that are in deplorable condition. These guidelines should clearly explain when it is required to repair/replace an old sign and when potential economic development options are available to the owner.

William Cox suggested a revision to the committee schedule to address temporary signage of exempt and prohibited signs. The Police Chief has a presentation for the Committee in advance of the elections. The committee collectively agreed to add a special meeting to discuss temporary signage on February 25, 2019.

The meeting concluded at approximately 8:06 p.m. with a motion to adjourn by Amy Monnig and a second by Larry Proffitt. The motion carried unanimously

**These minutes approved by the Leon Valley Sign Code Update Advisory Committee on the 25 of February 2019.**

APPROVED

A handwritten signature in cursive script, appearing to read "Heather Riddle", written in dark ink.

CHAIR